



## MEMORANDUM OF UNDERSTANDING

### FOR

### EMPLOYMENT OF THE U. S. COAST GUARD AUXILIARY

### IN SUPPORT OF

### MILITARY RECRUITMENT FOR THE U. S. COAST GUARD

**OBJECTIVE:** Through mutual involvement and commitment, employ the men and women who make up the Coast Guard Auxiliary to assist in military recruitment for the Coast Guard.

**DISCUSSION:** The Coast Guard has a continuing need to access highly qualified young men and women for military service, active duty and reserve, for enlisted and officer programs. Conversely, a number of factors are working against this: The population of young men and women who qualify for military service is continually shrinking; our sister services and private enterprise are also competing for these very same people; while the propensity of young people to enter military service has declined significantly in the past several years. Auxiliarists can be of invaluable assistance in military recruitment for the Coast Guard by: (1) referring interested individuals (prospects) to the nearest Coast Guard Recruiting Office (RO), (2) providing administrative assistance at a RO, and/or (3) qualifying as Coast Guard recruiters and actively participating in military recruitment. Auxiliarists participating in any of these activities ARE NOT precluded from participating in other recruitment programs, such as AIM, and are in fact encouraged to assist as much as they can and desire.

#### Prospect referral

When carrying out Auxiliary missions, such as Public Education, Vessel Examination, and Operations, members of the Coast Guard Auxiliary may come into contact with many young men and women, some of whom may have an interest in nautical matters who may also be interested in joining the Coast Guard (such individuals are referred to as prospects). Auxiliarists who come in contact with such young men and women are encouraged to refer them to the nearest Coast Guard recruiter or the Auxiliarists' flotilla staff officer (career counselor).

#### Administrative assistance

RO's are faced with a multitude of routine administrative tasks, such as preparing numerous reports, mass mailing of recruiting literature, and filing correspondence. Auxiliarists can assist a

**ENCLOSURE (2)**

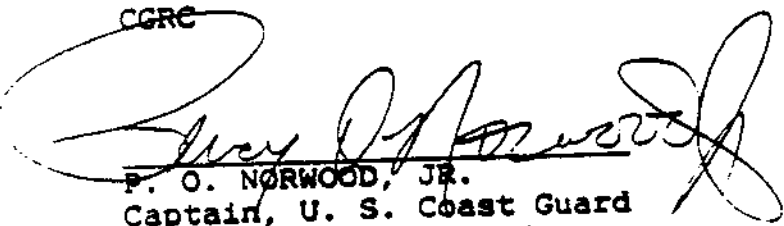
RO immensely by providing administrative assistance, thus allowing the assigned Coast Guard recruiters to spend more time conducting actual recruiting activities.

### Coast Guard Auxiliary military recruiters

Some Auxiliarists themselves may have an interest in actively recruiting for the Coast Guard. Auxiliarists interested in becoming Coast Guard recruiters should be encouraged to do so, but should also understand the need to appear trim and fit while in uniform. (As an alternative, Auxiliarists may wear the Auxiliary blue blazer.) They should also be made fully aware of the training required, including completing formal standardized training and Recruiter Personnel Qualification Standards (PQS), and undergoing a period of on the job training (OJT) at their local Coast Guard RO.

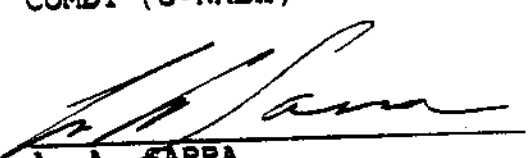
**AGREEMENT:** The Director, Coast Guard Recruiting Center, and the Chief Director, Coast Guard Auxiliary, hereby establish the attached joint action plan which formalizes Auxiliary involvement in Coast Guard military recruitment. The Operations Officer, Coast Guard Recruiting Center, and Chief, Auxiliary Administration Branch, are designated action officers for coordinating and implementing the plan. The plan provides the outline by which both programs identify joint macro level goals, and establish priorities and responsibilities for attaining the goals; action officers shall jointly identify processes and develop priorities. However, both parties must keep in mind the plan is a "living" document and should be periodically reviewed and updated jointly by action officers as priorities and initiatives change. This memorandum of understanding will remain in effect until cancelled in writing by either or both party/parties.

CGRC

  
P. O. NORWOOD, JR.  
Captain, U. S. Coast Guard  
Director, Coast Guard  
Recruiting Center

24 Feb 1996  
DATE

COMDT (G-NABx)

  
A. A. SARRA  
Captain, U. S. Coast Guard  
Chief Director of the  
Auxiliary

24 FEB 96  
DATE